

Didja Know



Do you know how to correct the lodging rate on either the Authorization or Voucher?

You need to do this when quarters are provided or reduced (Like at Nickell Hall and Camp Robinson).



After you have added/corrected all your Non-Mileage and Mileage Expenses, scroll to the “Per Diem Entitlements” and click it so you can get in there and fix that Lodging Rate!

**Click on "Expenses"
Then Click on "Per
Diem Entitlements"**

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Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "Edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost								
06/01/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00								
06/02/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/03/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/04/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/05/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0.00	0.00 GOVCC-Individual	40.50 Personal	88 / 54	NONE				

**You need to change the 88.00
amount to 00.00**

[Reset All](#)

[Edit All](#)



Defense
A New Era

[RETURN](#)

**Click the "Edit All"
Button below**

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[Per Diem Entitlements](#) [Substantiating Records](#)

Per Diem Entitlements

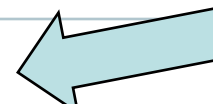
Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/01/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	40.50 Personal	88 / 54	NONE				
06/02/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/03/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/04/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/05/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0.00	0.00 GOVCC-Individual	40.50 Personal	88 / 54	NONE				

[Reset All](#)

[Edit All](#)



Logged In
Traveler

ID: 1021.1

[Close Window](#)
[Help for this screen](#)

**Change this amount to 00.00
is you are staying at PEC**

[ng](#) [Additional Options](#) [Review/Sign](#)[ements](#) [Substantiating Records](#)

Per

You [Apply Through](#) date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: CAMP ROBINSON@LITTLE ROCK,AR

Values Apply From Date: 06/01/2009

Values Apply Through: 06/05/2009

**Per Diem Rates**

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 88 / 54

Lodging: \$ 88.00 [view expense details / currency calculator](#)M & IE: \$ 40.50 [view expense details / currency calculator](#)**Duty Conditions**

Check all of the following that apply:

- ☐ Field Conditions
☐ Adverse Effects/Commercial Quarters

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: CAMP ROBINSON@LITTLE ROCK,AR

Values Apply From Date: 06/01/2009

Values Apply Through: 06/05/2009

**Per Diem Rates**

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: \$

Lodging: \$

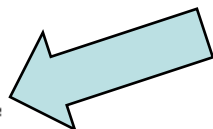
M & IE: \$

Duty Conditions

Check all of the following

- ☐ Field Conditions
- ☐ Adverse Effects/Commercial Quarters
- ☐ Inactive Duty Training (Local Commuting Area)
- ☐ Permissive TDY
- ☐ Hospital Stay
- ☒ Quarters Available

If you are changing the rate because you are staying at PEC or any location that offers government lodging, you need to scroll down and check the Quarters Available box



- ☐ Provided
- ☐ Occasional
- ☐ Special Rate

Cost: 0.00

Other Per Diem Entitlements

If you need to claim actuals for lodging, box. Only one option may be applied to

☒ **No Other Per Diem Entitlement**

☐ **Leave**
Check here if you are taking leave

☐ **Duty Day(s)(No Per Diem)**
Check here if you need to use D

☐ **Non-Duty Day(s)**
Check here if you need to use Non-Duty Day for the above date or date range.

☐ **Authorized Delay**
Check here if you need to use Authorized Delay for the above date or date range.

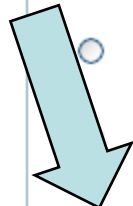
☐ **Actual Lodging**
Check here if you need to use Actual Lodging for the above date or date range.

☐ **OCONUS Incidental Amount** - (Used to reduce the daily incidental rate to the minimum.)
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

☐ **In Place** - (Used to increase the M&IE amount to 100% on first or last day of travel)
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

If you are changing the rate because the hotel rate is HIGHER from The GSA Per Diem rate, Click "Actual Lodging."

When you get to the Pre-Audit page you will be required to justify why you are not using the government rate.



Cancel These Entitlement Changes and Return

Save These Entitlements

Click to Save

Proceed to the following page:

Accounting Codes

Continue

- ☐ Provided
- ☐ Occasional
- ☐ Special Rate

Cost:

Other Per Diem Entitlements

If you need to claim actuals for lodging, box. Only one option may be applied to

If you are changing the rate because the hotel rate is LOWER from the GSA Per Diem rate, you do NOT click "Actual Lodging."

ropriate

☒ **No Other Per Diem Entitlement**

☐ **Leave**
Check here if you are taking leave

☐ **Duty Day(s)(No Per Diem)**
Check here if you need to use D

Non-Duty Day(s)

Check here if you need to use Non-Duty Day for the above date or date range.

Authorized Delay

Check here if you need to use Authorized Delay for the above date or date range.

☐ **Actual Lodging**

Check here if you need to use Actual Lodging for the above date or date range.

☐ **OCONUS Incidental Amount** - (Used to reduce the daily incidental rate to the minimum.)

Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

☐ **In Place** - (Used to increase the M&IE amount to 100% on first or last day of travel)

Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return

Save These Entitlements

Click to Save

Proceed to the following page:

Accounting Codes

Continue

☐ ProvidedCost: ☐ Occasional☐ Special Rate**Other Per Diem Entitlements**

If you need to claim actuals for lodging, take leave, designate OCONUS incidental amount, or indicate In Place, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

☒ **No Other**☐ **Leave**

Check here

☐ **Duty Day(s)**

Check here if you need to use Duty Day (No Per Diem) for the above date or date range.

☐ **Non-Duty Day(s)**

Check here if you need to use Non-Duty Day for the above date or date range.

☐ **Authorized Delay**

Check here if you need to use Authorized Delay for the above date or date range.

☐ **Actual Lodging**

Check here if you need to use Actual Lodging for the above date or date range.

☐ **OCONUS Incidental Amount** - (Used to reduce the daily incidental rate to the minimum.)

Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

☐ **In Place** - (Used to increase the M&IE amount to 100% on first or last day of travel)

Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Scroll down and click
"Save These Entitlements"



What if I have to pay a different rate for only ONE day during my TDY??

Sometimes this happens.

Some hotels charge a different rate for Friday and Saturday.

It's easy to fix. No panic required!

Logged In As:

Traveler Name:

[Close Window](#)

[Help for this screen](#)



RETURN

Per Diem

Following is information to the default

GSA State

[Options](#) [Review/Sign](#)

Substantiating Records

Shows you to change the per diem information

Let's pretend for a moment that you actually stayed at the Taj Mahal instead of PEC and you had to pay \$99 on 06/04/09 only.

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/01/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	40.50 Personal	88 / 54	NONE				
06/02/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/03/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/04/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit			88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/05/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0.00	0.00 GOVCC-Individual	40.50 Personal	88 / 54	NONE				

Click Here

Reset All

Edit All

Logged In

Traveler



Because the Taj Mahal rate was \$99 on the 4th, change this amount.

ID: 1021.1

[Close Window](#)[Help for this screen](#)[ng](#) [Additional Options](#) [Review/Sign](#)[ements](#) [Substantiating Records](#)

Per

You [Apply Through](#) date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: CAMP ROBINSON@LITTLE ROCK,AR

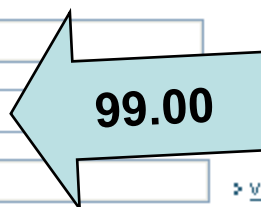
Values Apply From Date: 06/01/2009

Values Apply Through: 06/05/2009

**Per Diem Rates**

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 88 / 54

Lodging: \$ 88.00 [view expense details / currency calculator](#)M & IE: \$ 40.50 [view expense details / currency calculator](#)**Duty Conditions**

Check all of the following that apply:

- ☐ Field Conditions
- ☐ Adverse Effects/Commercial Quarters

- ☐ Provided
- ☐ Occasional
- ☐ Special Rate

Other Per Diem Entitlements

If you need to claim actuals for this trip, click the appropriate box. Only one option may be selected.

- ☒ **No Other Per Diem Entitlements**
Check here if you are not claiming any other per diem entitlements.
- ☐ **Leave**
Check here if you are claiming leave for the above date or date range.
- ☐ **Duty Day(s) (No Per Diem)**
Check here if you need to claim actuals for the above date or date range.
- ☐ **Non-Duty Day(s)**
Check here if you need to claim actuals for the above date or date range.
- ☐ **Authorized Delay**
Check here if you need to use Authorized Delay for the above date or date range.
- ☐ **Actual Lodging**
Check here if you need to use Actual Lodging for the above date or date range.
- ☐ **OCONUS Incidental Amount** - (Used to reduce the daily incidental rate to the minimum.)
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- ☐ **In Place** - (Used to increase the M&IE amount to 100% on first or last day of travel)
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Click

After you have changed the amount to \$99, scroll down and click “Actual Lodging”.

When you get to the “Pre-Audit” page, be prepared to explain why you selected “Actual Lodging”

Don’t forget to “Save These Entitlements”!

appropriate

Cancel These Entitlement Changes and Return

Save These Entitlements

Click

Proceed to the following page:

Accounting Codes

Continue

When you are going through your normal Digital Signature process, you will ultimately be directed to the “Pre-Audit” page.

The next screen shot shows what you will see and need to do to satisfy the Flag you got when you changed the lodging rate for 06/04/09.

Logged In As:

Traveler Name:



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A Ne

RETU

Screen ID: 1043.1

[Close Window](#)

[Help for this screen](#)

**Type in your justification for the
rate change for 06/04/09**

Accounting Additional Options **Review/Sign**

Auths. **Pre-Audit** Digital Signature

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructive Travel Worksheet](#)

1 Item has been Flagged in this Travel Document

1.

Reason Flagged

→ ACTUALS EXPENSE

Item Description

→ ACTUAL EXPENSE ALLOWANCE
REQUESTED.

* Justification to Approving Official

[<Help>](#)

Was informed by the Taj Mahal concierge that
the rate for 6/4/09 would be \$99

Proceed to the following page:

Digital Signature

[Continue](#)

Ta Da!



You have successfully changed your lodging rate on your Authorization request.

But remember: If unexpectedly the rate changed after your Authorization was approved, you **STILL** need to fix it when you do your voucher.

All the steps are the same.